

Dear Parents and/or Guardians,

Please review this handbook with your son/daughter in order to familiarize yourself with the policies and procedures of the Chagrin Falls School District and the Chagrin Falls Intermediate School.

***It is important that you print, sign and return this form after reviewing the handbook. It must be returned to your child's homeroom teacher before Open House.***

\*\*\*\*\*

I acknowledge that I have reviewed all procedures and policies as presented in the on-line version of the 2008-2009 Chagrin Falls Intermediate School Student/Parent Handbook.

Parent Signature (s) \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Spring, 2008

Dear Parents, Guardians and Students,

Welcome to the 2008-2009 school year. This school year is sure to be exciting and filled with educational opportunities and experiences for everyone.

This handbook of rules, regulations and policies has been approved by the Chagrin Falls Board of Education and prepared for Chagrin Falls Intermediate School families to ensure the continued success of each student in his/her educational program. It is hoped that you and your child will use this handbook as a guide to ensure a safe and successful learning experience while in grades 4, 5 and 6.

The teaching staff of the Intermediate School is committed to helping your child reach his/her full learning potential by providing many varied learning experiences throughout the year. Establishing clear and continuous lines of communication will help to foster a positive working partnership among students, parents and staff. We are committed to providing the best education possible for your child.

We look forward to a great year as we learn and grow together.

Sincerely,

Charles A. Murphy Jr.  
Principal

Handbook approved by the Chagrin Falls Board of Education on August 18, 2008

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**SECTION I - INTRODUCTION**  
**CHAGRIN FALLS EXEMPTED VILLAGE SCHOOLS**  
**DISTRICT GOALS AND OBJECTIVES**

The Chagrin Falls Board of Education is committed to quality education as its top priority. *The mission of the Chagrin Falls Schools is to provide a comprehensive range of learning opportunities through which students, staff and community, in partnership, can develop each student's knowledge, confidence and responsibility leading to individual success and lifelong learning.*

The Board defines a quality education as one which prepares the student to compete effectively in any chosen endeavor. Consideration will be given to the academic, social, cultural, physical, practical and emotional development of students in an integrated effort to equip them with a set of functional life skills.

The Chagrin Falls Board of Education will establish district goals, set policy, monitor progress, and prioritize its instructional, human and financial resources to ensure accomplishment of its educational mission and defines the following goals:

- A. Establish standards for student achievement in the areas of:
  - 1. achievement relative to ability
  - 2. identification and achievement of personal goals and feelings of positive self-worth in each student
  - 3. development of an understanding of the world, its people and the student's role and responsibilities towards others
  - 4. development of well-rounded individuals
  - 5. development and implementation of marketing strategies to assure district competitiveness in the areas of college acceptance, and other post-secondary options
  - 6. academic and social behaviors that support student achievement
  - 7. technology
  
- B. Establish standards of teacher effectiveness in the areas of:
  - 1. professional and personal growth
  - 2. development and implementation of stimulating lessons
  - 3. development and use of articulate and correct language in all phases of student and employee communication
  - 4. instruction encompassing higher-level thinking and problem-solving skills for all students
  - 5. integration of curricula
  - 6. identification of individual learning styles and adaptation of teaching methods in order to reach all students
  
- C. Establish a plan and allocate sufficient resources to provide support services for the educational mission, including:
  - 1. a safe environment
  - 2. an efficient transportation service
  - 3. healthful and appetizing food service
  - 4. professional development of classified employees

5. up-to-date instructional equipment and supplies
  6. specialized services to meet individual student requirements
- D. Establish a long-term facility plan to ensure:
1. facilities which will enhance the educational program
  2. maintenance and preservation of the community's investment in district facilities, grounds and equipment
- E. Establish working relationships and communication networks within the community to ensure:
1. identification of citizen, Board, parent and student educational goals
  2. commitment of citizens, Board, parents and students to ongoing support of the educational mission of the schools
- F. Establish standards for administrator effectiveness in the areas of:
1. fiscal management
  2. personnel recruitment and development
  3. policy development
  4. curriculum development and coordination
  5. implementation of district goals
  6. appropriate educational offerings for all students
  7. effective communications with all sectors of the school community

Adoption date: September 27, 2000

**CHAGRIN FALLS INTERMEDIATE SCHOOL MOTTO**

**Chagrin Falls Intermediate School is a safe and welcoming place for all learners.**

I pledge that I will do my personal best to make Chagrin Falls Intermediate School a respectful, kind, fun and successful learning environment in which everyone is accepted, encouraged and included – a place where everyone can grow and learn from our teachers and from each other.

**CHAGRIN FALLS INTERMEDIATE SCHOOL SONG**

We are all family at Chagrin Falls  
We are united with each other.  
We are all family at Chagrin Falls  
We are all sisters and brothers.

We are all respectful at Chagrin Falls  
We are united with each other.  
We are all respectful at Chagrin Falls  
We are all sisters and brothers.

We are all responsible at Chagrin Falls  
We are united with each other.  
We are all responsible at Chagrin Falls  
We are all sisters and brothers.

We are all caring at Chagrin Falls  
We are united with each other.  
We are all caring at Chagrin Falls  
We are all sisters and brothers.

We are all in harmony at Chagrin Falls  
We are united with each other.  
We are all in harmony at Chagrin Falls  
We are all sisters and brothers.

Music by Jeff Moyer  
Words by Jeff Moyer and the student body of Chagrin Falls  
Intermediate School  
January, 2000

**CHAGRIN FALLS INTERMEDIATE SCHOOL CALENDAR**  
**2008-2009**

Opening Day of School for Students	Wednesday August 27, 2008
Labor Day (No School)	Monday, September 1, 2008
Staff Training / Two-Hour Delayed Start	Wednesday, September 17, 2008
Rosh Hashanah (No School)	Tuesday, September 30, 2008
Staff Training / Two-Hour Early Release	Thursday, October 16, 2008
NEOEA Day (No School)	Friday, October 17, 2008
Staff Training / Two-Hour Delayed Start	Tuesday, November 4, 2008
Thanksgiving Vacation	Wednesday, Thursday, Friday, November 26, 27, 28, 2008
Staff Training / Two-Hour Early Release	Wednesday, December 3, 2008
Winter Vacation	Begins at close of school School resumes
	Friday, December 22, 2008 Monday, January 5, 2009
Staff Training / Two-Hour Delayed Start	Tuesday, January 13, 2009
Martin Luther King Day (No School)	Monday, January 19, 2009
End of First Semester	Friday, January 23, 2009
Staff Training /Two-Hour Early Release	Thursday, February 5, 2009
Teacher Inservice (No School for Students)	Friday, February 13, 2009
Presidents' Day (No School)	Monday, February 16, 2009
Staff Training / Two-Hour Delayed Start	Wednesday, March 4, 2009
Staff Training / Two-Hour Early Release	Tuesday, March 24, 2009
Staff Training / Two-Hour Early Release	Thursday, April 9, 2009
Spring Vacation	Begins at close of school School resumes
	Thursday, April 10, 2009 Monday, April 20, 2009
Staff Training / Two-Hour Delayed Start	Wednesday, May 13, 2009
No School for K-6	Friday, May 22, 2009
Memorial Day (No School)	Monday, May 25, 2009
Last Day for Students	Wednesday, June 10, 2009

Help Keep our Schools Safe  
Your name is never asked  
Safe School Helpline  
1 800 4 1 Voice ext. 359  
1 800 418 6423  
[www.safeschoolhelpline.com](http://www.safeschoolhelpline.com)

**CHAGRIN FALLS ADMINISTRATIVE AND SPECIAL SERVICE STAFF**

Board of Education Members:

Pearce Leary, President  
Karen Penler, Vice President  
Liz O'Neil  
Robert Weber  
Karen Wise

<u>Name</u>	<u>Title</u>	<u>Phone #</u>
Mr. Stephen Thompson	Superintendent	247-3933
Mrs. Barbara Wilson	Administrative Assistant	247-4363
Mr. Robert Hunt	Asst. Superintendent	247-2432
Mrs. Christine Sobolewski	Secretary	247-4346
Mrs. Anne Spano	Treasurer	247-4571
Mrs. Toni Cordaro	Secretary	247-4388
Mrs. Barb Petrus	Asst. to the Treasurer	247-4540
Ms. Debora McDivitt	Payroll	247-4462
Dr. Christine Jackson	Pupil Services Director	247-4670
Mrs. Molly Edwards	School Psychologist	247-4564
Mrs. Joanne Lynch	Secretary	247-4564
Mrs. Jenny Young	Speech and Hearing	338-5144
Mrs. Julie Gosnell	School Nurse	893-7691
Mrs. Annette Morud	Business/Facilities Manager	247-5449
Mrs. Carol Willert	Secretary	247-5449
Mr. Ray Haase	Community Education	247-5375
Mr. Bill Holzheimer	Transportation Manager	338-8608
Mrs. Annette Morud	Food Service Supervisor	247-5449

**CHAGRIN FALLS INTERMEDIATE SCHOOL ADMINISTRATION AND FACULTY**

<u>Name</u>	<u>Title</u>	<u>893-7690 Ext.</u>
Mr. Charles Murphy	Principal	4201
Mrs. Jackie Kerlek	Secretary	4202
Mrs. Jill Koval	Office Aide	4203
Mr. Rick Bondy	Guidance Counselor	4221
Mrs. Julie Gosnell	Clinic Nurse	4206
Mrs. Katie Adick	Fourth Grade	4252
Mrs. Amy Acton	Fourth Grade	4253
Mrs. Colleen McHugh	Fourth Grade	4250
Mrs. Sarah Read	Fourth Grade	4251
Ms. Sally Florkiewicz	Fourth Grade	4247
Mr. Michael Wujnovich	Fourth Grade	4243
Miss Katie Gill	Fifth Grade	4236
Mrs. Heather Heartz	Fifth Grade	4232
Ms. Michaele Masenthin	Fifth Grade	4234
Mrs. Joanne Nidy	Fifth Grade	4233
Mrs. Ellen McKelvey	Fifth Grade	4207
Ms. Kathleen Riley	Fifth Grade	4215
Ms. Katy Whiting	Fifth Grade	4208
Mrs. Nancy Kevern	Sixth Grade	4212
Ms. Anita Eberl	Sixth Grade	4244

Mrs. Lisa Janson	Sixth Grade	4245
Mrs. Cory McNamara	Sixth Grade	4209
Miss Polly Mitchell	Sixth Grade	4246
Mrs. Katherine Owen	Sixth Grade	4238
Mr. David Clare	Strings	4354
Ms. Amy Fenton	Art	4352
Mrs. Joelle Warsh	Physical Education	4227
Ms. Amy Fenton	Art	4352
Mrs. Heidi Stapulionis	Spanish	4312
Ms. Susan Smith	Music	4214
Mrs. Barb Graham	Librarian	4231
Ms. Kathy Shoenfelt	Band	4217
Miss Brittany Lawrence	Intervention Specialist	4225
Mrs. Jenny Young	Speech/Language Therapist	4223
Mr. Gary Dole	Gifted Interventionist	4220
Mrs. Lisa Blackwell	Reading Specialist	4248
Mrs. Lynn Mouritsen	Intervention Specialist	4242
Mrs. Catherine Schneider	English as a Second Language	4188
Mrs. Sarah Tatarko	Intervention Specialist	4240
Mrs. Andrea Vicchio	Intervention Specialist	4239

**CHAGRIN FALLS INTERMEDIATE SCHOOL SUPPORT STAFF**

Mrs. Kim Loose	Kitchen Aide	4229
Mrs. Jeanie Nicholson	Head Custodian	4228
Mrs. Pam Smith	Instructional Aide	4202
Mrs. Melinda Redding	Instructional Aide	4202
Ms. Sue Luther	Custodian	4202
Mr. Jeff Mclean	Custodian	4202
Mrs. Ramona Gamiere	Cook	4229
Mrs. Elaine Watson	Library Aide	4290

CHAGRIN FALLS INTERMEDIATE SCHOOL DAILY SCHEDULE

**4th Grade**

<u>Period</u>	<u>Starting Time</u>	<u>Ending Time</u>	<u>Class</u>
1	8:10	8:40	Homeroom
2	8:43	9:10	Special 1
3	9:13	9:40	Special 2
4	9:43	10:10	Special 3
5	10:13	10:40	Academic 1
6	10:43	11:10	Academic 1
7	11:13	11:40	Academic 2
8	11:43	12:10	Academic 2
9	12:13	12:40	Academic 3
10	12:43	1:10	Lunch
11	1:13	1:40	Recess
12	1:43	2:10	Academic 3
13	2:13	2:40	Academic 4
14	2:43	3:10	Academic 4
15	3:13	3:20	Homeroom

**5th Grade**

<u>Period</u>	<u>Starting Time</u>	<u>Ending Time</u>	<u>Class</u>
1	8:10	8:40	Homeroom
2	8:43	9:10	Academic 1
3	9:13	9:40	Academic 1
4	9:43	10:10	Academic 2
5	10:13	10:40	Academic 2
6	10:43	11:10	Academic 3
7	11:13	11:40	Academic 3
8	11:43	12:10	Lunch
9	12:13	12:40	Recess
10	12:43	1:10	Academic 4
11	1:13	1:40	Academic 4
12	1:43	2: 25	Special 1
13	2:28	3:10	Special 2
14	3:13	3:20	Homeroom

**6th Grade**

<u>Period</u>	<u>Starting Time</u>	<u>Ending Time</u>	<u>Class</u>
1	8:10	8:40	Homeroom
2	8:43	9:10	Academic 1
3	9:13	9:40	Academic 1
4	9:43	10:10	Academic 2
5	10:13	10:40	Academic 2
6	10:43	11:10	Lunch
7	11:13	11:40	Recess
8	11:43	12:25	Special 1
9	12:28	1:10	Special 2
10	1:13	1:40	Academic 3
11	1:43	2:10	Academic 3
12	2:13	2:40	Academic 4
13	2:43	3:10	Academic 4
14	3:13	3:20	Homeroom

**2-HOUR DELAY**

In the event of a 2-hour delay, lunch and recess will take place as scheduled. The academic and specials schedule will be modified that day. Dismissal remains at 3:20.

## SECTION II - STUDENT ATTENDANCE PROCEDURES

### RATIONALE

1. State law requires, with limited exceptions, regular attendance of all students under 18 years of age.
2. Regular class attendance is essential if learning is to take place. The instructional process requires a continuity of instruction, regular classroom participation, and consistent study in order to reach the goal of maximum educational benefits for each student. Thus, frequent absence/truancy cannot be permitted.

Each teacher will explain and put in writing his/her expectations regarding student attendance. Students who are having trouble with a class are encouraged to see the teacher; if this does not improve the situation, they should see their counselor or the administration.

3. The school administration reserves the right to determine whether or not an absence from school is excused. Only a parent can request that a student's absence be excused.

### NOTIFYING THE OFFICE

If your child is absent, please call the school office at 893-7690 ext. 103 or 893-7692 before 9:00 a.m. If we do not hear from you regarding your child's absence, we will need to contact you at home or work. Students arriving after 8:20 a.m. are to report to the school office before going to their classrooms. Because we have many early morning tasks, prompt arrival is necessary and appreciated. Parents will be informed when absences or tardiness become too frequent.

### ABSENCE AND TARDY FROM SCHOOL

1. Reasons for EXCUSED ABSENCE from school (based on Ohio Law):
  - a. personal illness
  - b. illness in the immediate family
  - c. quarantine of the home
  - d. death in the family
  - e. emergency at home
  - f. observance of religious holidays
  - g. emergency or a set of circumstances which in the judgment of the school administration constitutes a valid cause for absence from school
  - h. travel with parents
2. Excessive Absences: Excessive absences are those absences, excused or unexcused, beyond seven (7) days during an academic quarter and ten (10) days all year. Parents will be notified in those cases where the school has special concern. If attendance does not improve, a physician's certificate will be required to confirm all future absences.
3. Sign-Out: Parents must sign students out when leaving the building. The student must sign in upon return.
4. Pre-arranged Absence: Although any school absence is discouraged, there are times when parents may request a student's absence for a family vacation or another special reason. Students and parents should evaluate absences carefully and weigh the value of the experience gained during the absence against the experience lost in school.
5. Unexcused Absence

Absence from any class or classes without permission of the teacher and/or the administration is an unexcused absence and an act of truancy. Regardless of the intent, the student whose absence is unexcused receives a zero for the classwork missed.

If an unusually large number of students are absent on a given day, the school may question the nature of the absences and/or illness. In this event, the school may require a physician's note to confirm any reported illness. Without a physician's note, the absence will be considered unexcused.

6. One-Half Day Absences

Students arriving after 10:30 or leaving before 1:30 are considered absent one-half day. Students arriving after or leaving before 12:00 p.m. will be considered absent a full day.

#### 7. Make-up Work

Students absent from school will have the same number of days as the absence to make up the missed work. During an unexcused absence students may not make up missed work for credit.

### **HABITUAL AND CHRONIC TRUANCY**

The Board desires to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence. Therefore, the Board of Education adopts this policy specifically to deal with students who are “habitual truants” and “chronic truants.”

An “habitual truant” is any child of compulsory school age who is absent without a legitimate excuse for five or more consecutive school days, seven or more school days in one month or twelve or more school days in a school year.

A “chronic truant” is any child of compulsory school age who is absent without legitimate excuse for seven or more consecutive school days, ten or more school days in one month or fifteen or more school days in a school year.

On the request of the Superintendent, or when it comes to the attention of the school administration or other appropriate official of the District, the designated official is required to investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child’s parent in writing of the legal consequences of being an “habitual truant” or a “chronic truant.” The notice must also inform the parent, guardian, or other person having care of the child that he/she shall cause the child’s attendance at school.

When it has been determined that a child has been truant and that the parent, guardian, or other person having care of a child has failed to ensure the child’s attendance at school after being notified, the Superintendent *may* require the parent to attend a specified parental educational program established according to the rules adopted by the State Board of Education. Therefore, if directed by the Superintendent, the designated official must send notice requiring the child’s parent to attend a parental education program.

#### **1. Habitual truancy**

Upon failure of the parent, guardian, or other person having care of the child to cause the child’s attendance at school, if the child is deemed to be an habitual truant, the district is required to do either or both of the following:

- a. Take any appropriate action as an intervention strategy. The intervention strategy may include any or all of the following:
  - 1). Providing a truancy intervention program for an habitual truant;
  - 2). Requesting or requiring a parent or guardian, or other person having care of an habitual truant to attend parental involvement programs, including programs adopted under O.R.C. §3313.472 or §3313.663;
  - 3). Notification of the registrar of motor vehicles under O.R.C. §3321.13;
  - 4). Taking legal action pursuant to O.R.C. §§2919.222, 3321.20, or 3321.38.
- b. Filing a complaint with the proper county juvenile court. If a complaint is filed, it shall allege that:
  - 1). The child is unruly for being an habitual truant, or is a delinquent child for being an habitual truant who previously has been adjudicated an unruly child for being an habitual truant; and
  - 2). The parent, guardian, or other person having care of the child has violated O.R.C. §3321.38.

#### **2. Chronic truancy**

Upon the failure of the parent, guardian, or other person having care of the child to cause the child’s attendance, if the child is deemed to be a chronic truant, the Board shall file a complaint in the county juvenile court jointly against the child and the parent, guardian, or other person having care of the child. The complaint must allege that the child is a delinquent child for being a chronic truant and that the parent, guardian, or other person having care of the child has violated O.R.C. §3321.38.

## SECTION III - SCHOOL HEALTH

### NURSE/HEALTH AIDE

The district's school nurse is at different buildings throughout the week.

### DISPENSING MEDICATIONS AT SCHOOL

A parent must complete and submit to school personnel information on the established Medication to Students Form. This form indicates the following information:

- name/type of medication
- date, dosage, and time of administration
- duration (days, months, emergency only)
- possible side effects
- signatures of parents/guardians and physician

All medication must be brought to school by the parent/guardian in the original container. Medication will be kept in a central location in a locked cabinet and a medication logbook will be kept during the year. The school administrator or his/her designee will administer the medication.

Unused medication will be returned only to the parent/guardian to avoid unsafe transfer on school grounds, in the classroom, or on the school bus. Unclaimed medication will be destroyed at the end of the school year.

Information regarding student medication will remain confidential. Parents must inform the school when there are changes which affect student medications.

Students have the right to possess and use a **metered-dose inhaler** or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or any activity, event, or program sponsored by or in which the student's school is a participant. In order for a student to possess the inhaler he/she must have written approval from the student's physician and parents. Forms are available from the school offices.

#### **\* Please Note:**

As of the 2003-04 school year, **all prescription and non-prescription (over-the-counter)** medication administration requires completion of the Medication to Students Form including the physician's signature. Both prescription and non-prescription medication must be brought to the school office by the parent/guardian in the original container. If a form is not on file for a student for a particular medication, a parent can sign the Medication to Students Form at the school and contact the physician to fax an order to the school for the administration of the particular medication (prescription or non-prescription). No medication will be administered without parent and physician order.

### ILLNESS/INJURY AT SCHOOL

If a student becomes injured or ill during the day, he/she should inform his/her teacher and report to the school office. When a student is injured or ill, the school administers first aid only. If the injury or illness requires more treatment, the school will contact the parents. Emergency phone numbers and information, by law, must be on file for each child. The school should be informed of any problems that may affect a student's capacity to perform in school. Please inform the school nurse of any student health problems that should be noted. The school nurse maintains health records for all students. A Clinic Report Form will be sent home with each student who visits the clinic during the school day.

### IMMUNIZATIONS REQUIREMENTS

All students attending school are required by law to have the following immunizations upon enrollment:

Five (5) Dtap – K

Four (4) Polio – K

Three (3) Hepatitis B Vaccine (K-4)

One (1) tuberculin test is recommended (not required)

Two MMR Vaccine (K-4)

Two (2) MMR Vaccine (7-12)\*

\* Proof of a second MMR vaccination is required before a student can enter the seventh grade.

The Revised Code for the State of Ohio, Section 3313.67 provides: all pupils who are not fully immunized, or do not have a waiver on file, or do not fully meet the "in the process" criterion, are to be excluded from school on the 15<sup>th</sup> day following admittance.

### **COMMUNICABLE DISEASE REQUIREMENTS**

If your child has any communicable diseases such as chicken pox, measles, mumps, scarlet fever, strep throat, impetigo, conjunctivitis, scabies or head lice, please report it to the school office immediately. If you have any questions regarding any of the above diseases, call the nurse, but please **DO NOT SEND YOUR CHILD TO SCHOOL** if he/she has a suspicious rash, high fever, or other diseases/illness. Students must be fever-free and no episodes of vomiting for 24 hours before returning to school after an illness. The nurse will advise you if medical evaluation is needed. Students must be fever-free before returning to school after an illness. The principal of the school has the authority to exclude any student from classes when the health and welfare of that student or the group are in question.

### **SREENINGS: VISION, HEARING, HEIGHT, WEIGHT, SCOLIOSIS**

Vision and hearing are routinely screened, with the assistance of parent volunteers who are directed by the school nurse in Grade 5, as well as all new students. Height and weight checks are done also. Scoliosis screening is done on all 5<sup>th</sup> and 6<sup>th</sup> graders.

## SECTION IV - SAFETY

### VISITORS

For the safety of everyone at the Intermediate School, please observe the following:

- A. All parents/visitors must **sign in at the school** office upon entering the school and wear a visitor's badge while at school.
- B. Students must be signed out by parents in the school office.
- C. Students must meet parents in the school office. Children are not released to the school parking lot to wait for parents.

### FIRE DRILLS

The State of Ohio requires monthly fire drills during the school year. Observe fire exit rules and regulations posted by the doorway of each classroom. When the fire alarm sounds:

- A. Use the proper exit route to the outside.
- B. Walk quickly, don't run.
- C. Be quiet so that instructions can be heard.
- D. Move away from the exits and off the access roads once you get outside the building for safety and access of emergency vehicles.

### TORNADO DRILLS

There will be periodic tornado drills during tornado season. Drills and warning will be announced over the P.A. system and/or by sirens. Each class is to report to the specified shelter area. Check the tornado positions posted by the doorway of each classroom.

### LOCK-DOWN DRILL

In the unlikely and unfortunate event that an intruder is in the building, it is essential that students and staff be familiar with procedures in order to respond quickly. Periodically, a lock-down drill will be implemented for this purpose. Students are to immediately get to the nearest room, as directed by staff, and remain absolutely quiet and out of sight.

### CRISIS MANAGEMENT

The Chagrin Falls Schools have a disaster plan in place to address a myriad of potential adverse events, including severe storms, fires, natural disasters or unwanted visitors to our buildings. Each building and the staff members in those buildings are familiar with the crisis plan and what actions they are to take to safeguard the children in their charge.

### SURVEILLANCE CAMERAS

For students' safety and welfare, video cameras are placed throughout the building and school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement.

### SAFE SCHOOL HELPLINE

If you know of any information that could harm our school, students, or staff, you can call the **SAFE SCHOOL HELPLINE** to report it at 1-800-418-6423 ext. 359. Your call is anonymous. Follow the instructions given to you over the phone.

### WALKING/BIKING TO AND FROM SCHOOL

To help insure safety, please do the following when walking or biking to and from school:

- Use crosswalks when crossing streets

- Do not talk to strangers
- If approached by a stranger run away immediately and tell your parents and/or your teachers right away
- Try to get a description of the person and car (color, make, license plate, hair/skin color etc.)
- Try not to travel alone

## **SECTION V - SUPPORT SERVICES**

### **STUDENT INTERVENTION ASSISTANCE TEAM (IAT)**

An Intervention Assistance Team (IAT) is comprised of building and/or district staff members with varying expertise. The goal of an IAT meeting is to assist the classroom teacher in generating additional strategies to meet the individual needs (instructional and/or behavioral) of students. As the parent/guardian, your attendance is not required; however, we do believe your participation is valuable.

### **GUIDANCE SERVICES**

There is a guidance counselor in the building full time. The guidance counselor primarily works with students in the following capacities:

Whole class instruction of the guidance curriculum  
 Small group/individual guidance sessions  
 Supports parents with family or parental concerns  
 Organizes and administers standardized testing procedures  
 Facilitates student conflict resolution strategies

### **SUPPORT STAFF**

Support services are provided to students to supplement their regular education. These services are provided by a speech and language pathologist, guidance counselor, reading specialist, school nurse, school psychologist, occupational therapist, and school resource officer.

### **SEARCH FOR CHILDREN WITH DISABILITIES**

School districts across the state of Ohio participate in an effort to identify, locate, and evaluate all children from birth through 21 years of age who may have disabilities. Disabilities, in this instance, means such conditions as hearing impairments, visual impairments, speech or language impairments, specific learning disabilities, emotional disabilities, multiple disabilities, mental retardation, other health impairments, autism, and traumatic brain injury.

Public schools have responded vigorously to federal and state mandates requiring the provision of a free appropriate public education regardless of a child's disability.

In order to identify children with disabilities, the school district will ask for information about the child, asking such questions as: What is the problem? What has been done about the problem? What background information is available? This information may be collected in several ways including interviews, observations, screening and testing. This information may be obtained from parents and the student, or it may be obtained from other agencies that have information about the student.

This information will be used by the school's Intervention Assistance Team, of which the child's parent is a member, to decide whether the child has a disability and needs special services. Once a child has been found eligible for special education services through the public school, the team develops an Individual Education Program (IEP) to meet the child's needs.

The Chagrin Falls School District is committed to meeting the needs of all children residing in the district. If you would like more information about the school district's policies and procedures for special education and confidential records, please contact Dr. Christine A. Jackson, Director of Pupil Services, at 440/247-4564.

## **SECTION 504**

Section 504 is a federal statute that prohibits discrimination against persons with disabilities in any program receiving federal financial assistance.

A student who has a physical or mental impairment which substantially limits one or more of life activities, has a record of such impairment, or is regarded as having such impairment may qualify as having a disability under Section 504. Major life activities are defined as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, working, and learning.

Contact your child's school guidance counselor or principal for further information about this and other considerations for children with disabilities.

## **GIFTED IDENTIFICATION**

All procedures for the identification and service of students who are gifted are in accordance with Adopted Board Policy and Section 3324.03 of the Ohio Revised Code and the Ohio Rule for the Identification and Services for Children Who are Gifted.

The areas of identification are:

- Superior Cognitive Ability
- Specific Academic Ability (Mathematics, Science, Reading, Writing, and Social Studies)
- Creative Thinking Ability
- Visual or Performing Arts (Drawing, Painting, Sculpting, Music, Dance, Drama)

Chagrin Falls Schools shall provide at least two opportunities a year for assessment in the case of students requesting assessment or recommended for assessment by teachers, parents, or other students. These opportunities occur in winter and spring.

Referral Forms are available in each school office, the Board of Education Office, or from the Office of Pupil Services. Completed Referral Forms should be forwarded to the Building Administrator or Dr. Christine A. Jackson, Director of Pupil Services.

## **STUDENT RECORDS**

The "Family Educational Rights and Privacy Act of 1974" provides that parents or legal guardians of students under 18 years of age and students 18 years of age or older have the right to review and question the content of the student's official school records. Parents or students may request a review by submitting a written request to the building administrator. Within a reasonable time after receiving the request (no later than 45 days), the school will arrange a time for review in the presence of a qualified staff person. If the accuracy or appropriateness of the records are questioned and cannot be resolved informally, the Act provides for a hearing on the questionable material. The Act further provides that student records cannot be released without prior consent of parents of students under 18 years of age or without prior consent of students 18 years of age or older. Exceptions to the prior consent requirement include intraschool use, transfer, judicial order, or under certain circumstances use by the federal and state governmental officials. Complete details are found in Board of Education policy.

## **SECTION VI - GENERAL INFORMATION**

### **ADDRESS CHANGE**

The parents of students who move are responsible for contacting the school at 893-7691 to report their change of address and phone number. It is very important that the school have current addresses for medical emergencies, mailing grade cards, etc.

### **AFTER SCHOOL GUIDELINES**

Students should not remain in the building past 3:25 unless participating in an after-school club or activity or is working with a teacher. Whenever a student stays after school, he/she must be under the direct supervision of a staff or faculty member. Students, who stay after school to receive assistance from a teacher, must be with that teacher at all times. A note is not required to stay for an after-school activity.

### **ARRIVAL/DISMISSAL PROCEDURES**

The doors open at 8:10 a.m. for students to enter the building. Students arriving late must come to the office for a pass to be admitted to class. During the day, the only doors that are open are the doors by the office. The school day begins at 8:20 a.m.

Dismissal begins at 3:20 p.m. and buses leave at 3:25. Students who are being picked up will be waiting by the Treasurer's office. To schedule a pick-up, send a note to the office and your child's name will be put on the pick-up list. Students not picked up by 3:30 at the Treasurer's office will be in the main office. The parent pick-up line forms in the double lanes next to the Treasurer's office and exits past the Federated Church.

### **BICYCLES**

Students are permitted to ride a bike to school provided it is parked and locked in the rack provided. The school holds no responsibility for lost or damaged bicycles. Bicycles are not to be ridden in areas where other students are walking. Students not following basic safety procedures or displaying common courtesy may lose this privilege. At the end of the school day, students should walk their bicycles to a safe place to exit the school grounds.

### **BIRTHDAY RECOGNITION**

#### **Treats**

Parents may send in, or drop off in the school office, a small treat to be shared with their child's classmates. We ask that all necessary paper products be provided. At an appropriate time during the instructional day, the classroom teacher will assist your child with the distribution of his/her birthday treat. Summer birthdays may be celebrated at any time during the school year.

#### **Books**

Any child may give a book to the library on his or her birthday by bringing \$5.00 to his/her teacher. A special birthday bookplate with the child's name will be placed in the book. The child is permitted to take the book home for a few days before it becomes part of the school's permanent library collection. Books for summer birthdays may be given to the library at any time during the school year.

### **CELLULAR PHONES**

Students will be permitted to bring cellular phones to school. However, they must be off during school hours and at specific school activities, i.e., music programs, plays, recognition programs. Failure to abide by this rule will constitute a violation of the Code of School Conduct and will be subject to disciplinary actions. This may include: warning, loss of recess, in-school and/or out of school suspension or loss of privilege to carry a phone. If a phone is on during the school day or activity, the student will be asked to give the phone to the office until the end of the school day or activity. The school will not be responsible for damage to or loss of cellular phones.

## **CLUBS/ ORGANIZATIONS**

The following clubs/organizations are offered at our school:

- Young Authors Club
- Destination Imagination
- Student Council
- PAWS (A service club)
- Rocket Club

Look for registration information throughout the year in the school newsletter.

## **DANCES**

There is one dance offered at the end of the school year. It is for current sixth graders only. The staff is in charge of the dance. Parental help for set-up is appreciated. Proper dress is required. Information will be made available in the school newsletter near the end of the year.

## **ELEVATOR**

Use of the elevator is reserved for disabled students possessing a medical excuse. In order to obtain an elevator key from the office, permission must be obtained from the nurse or administration. A student's friends are not to "go along for the ride." However, one student may go along to help carry books with a teacher's permission.

## **EMERGENCY INFORMATION CARDS**

Each student must have two emergency cards on file. These cards are sent home on the first day of school and should be returned as soon as possible. One is kept on file in the clinic and one is for the homeroom teacher. Please call the office and notify the homeroom teacher with any updates during the school year.

## **EMERGENCY SCHOOL CLOSING**

The Superintendent decides when to close school. Local radio and TV stations will be notified and closing will be announced on the 11:00 p.m. and the 6:00 a.m. news. Listen to news programs and do **not** call administration or staff members at home. If notice is not broadcast, assume school will be in session.

**EMERGENCY HOTLINE:** Remember, you may call the emergency hotline, **247-5518**, if you have any questions concerning school closings. The hotline will be updated AS EARLY AS POSSIBLE ON DAYS THAT SCHOOL IS EITHER CLOSED OR DELAYED. This line will not include information regarding events.

## **FEES**

School fees are established by the Board of Education. School fees help cover the cost of consumable supplies, including science lab supplies, student workbooks, assignment notebooks, paperback books and news magazines, depending on the grade level. The fee for grades 4 and 5 is \$50.00. The sixth grade school fee is \$55.00. Make checks payable to: Chagrin Falls Board of Education.

## **FIELD TRIPS**

Parental permission in writing must be given for students to go on field trips. One form is completed each fall granting permission for all field trips. For your convenience, all field trip fees can be paid at one time. Fees vary depending on the trips planned at each grade level. Parents will be notified in advance when a field trip takes place. Attending the Distance Learning Lab at the 7-12 Campus is considered a field trip.

## **GRADE REPORTING**

Students receive four report cards each year. Report cards will be sent home with the students (or given out at conferences) after the first three quarters. The final report card will be mailed home. Parents need to sign the envelope and return it in the envelope the report cards came home in. You may keep the report card each time. If you have any questions about a grade on the report card, please contact the teacher.

## **Homework Guidelines**

### **Purpose**

The purpose of homework in the Chagrin Falls Schools is to achieve the following:

- Encourage
  - Intellectual maturity
  - Higher order thinking skills
  - Organized study habits
  - Independent learners
  - A love of learning
- Reinforce
  - Concepts previously taught
  - Skills for mastery
- Promote Creativity
  - Through student choice
  - Through student/teacher collaboration
  - Through differentiation
  - Relevant and challenging assignment

### **Time**

Actual time required to complete assignments will vary with each student's study habits, academic skills and selected course load.

### **Student Responsibility**

It is the student's responsibility to do the following:

- Keep track of all assignments
- Take home all materials necessary to complete assignments
- Be sure all assignments are clear; don't be afraid to ask questions
- Set aside a regular time for studying in a quiet well-lit area
- Produce quality work
- Use class time wisely
- Make sure assignments are completed and turned in on time

### **Teacher Responsibility**

It is the teacher's responsibility to do the following:

- Design relevant, challenging and meaningful homework that reinforces classroom learning
- Give clear instructions and make sure students understand the purpose
- Communicate the homework policy to students and parents
- Give timely feedback
- Communicate with other teachers regarding timing of long-term assignments and tests
- Provide checkpoints for long-term assignments and projects
- Contact parents if a pattern of late or incomplete homework develops

### **Parent Responsibility**

It is the parent's responsibility to do the following:

- Monitor student's organization and daily list of assignments in his/her planner
- Set a regular, uninterrupted study time each day
- Establish a quiet, well-lit study area
- Help students by reviewing the teacher's directions. If the student is uncertain how to complete the work, they should approach their teacher for further explanation the next day.
- Contact the teacher if the student is spending an inordinate amount of time completing homework or struggling with assignments
- Regularly check the on-line grade book (4<sup>th</sup> – 12<sup>th</sup> graders) to stay up-to-date on the student's grades

### **Late Work Policy**

Students are expected to turn work in on time. Students who turn in late assignments will receive any of the following based upon individual teacher discretion and/or grade level policy:

- Partial credit
- No credit
- Communication with parents

### **Make-Up Work Policy**

Students who miss homework because of an excused absence will receive the opportunity to make up missed work upon their return. Students are given one school day for each day absent to turn in their work. It's the student's responsibility to talk with each teacher to get work missed due to absence and set up a time to make up the work.

### **LIBRARY USE**

All students have access to the library each day throughout the school year. Each class visits the library at least once per week for a lesson or to choose and return books. Students are responsible for the care and condition of the books they sign out from the library. Abnormal wear and tear of the books may result in a fine being assessed. A librarian and/or library aide will assist teachers and students in research and location of information. Parent volunteers help daily with book circulation, shelving books, and inventory.

### **LOCKERS**

Each student is assigned a locker. Students may not change lockers without permission from their teacher. Lockers are school property, and the school retains the right to search lockers and their contents at any time. There should be no expectation of privacy. Students are responsible for the cleanliness of their assigned lockers inside and out. Writing is not permitted on lockers. Thefts and other locker problems should be promptly reported to the teacher and the office.

### **LOST AND FOUND**

Lost and found items will be placed on the lost and found table in the cafeteria. Watches, jewelry, wallets and other small items will be kept in the office. All items that your child brings to school should be labeled with his/her name. All lost and found items are cleaned out periodically during the school year. If items are not claimed by July 1<sup>st</sup>, they will be donated or disposed of appropriately.

### **LUNCHROOM INFORMATION** (Menus can be found on District webpage)

**Hot lunches are available each day. Milk is sold separately for those that pack a lunch. Ice cream and snacks are also sold.**

Each student will have a lunch account. The amount of the student's lunch will be debited from the account each day. **NO** cash transactions will take place during the lunch line.

Each student account will have an individually assigned, personal identification number (the number will be issued when the account is opened and will correspond with the last four digits of their social security number), which will correspond with his or her photo.

Money must be applied to your child's account before school starts, and may be continually added to throughout the school year. There are two ways to apply money to your child's account:

Mail a check to the Food Service Director, 400 East Washington Street, or

Your child may bring cash/checks to the cafeteria before school starts in the morning. No money or checks will be accepted in the lunch line.

Your child may turn in cash/checks to the homeroom teacher in an envelope with your child's name and grade. That money will be reflected on your account one day after it is turned in.

## **OFFICE**

The school office is open daily from 7:30 a.m. to 4:00 p.m. School business is conducted in the office and students are expected to be courteous and considerate. The school telephone is for school business and may not be used by students except with permission in cases of emergency and for school matters.

## **PARENT/TEACHER CONFERENCES**

Parent-Teacher Conferences are scheduled for all parents in the fall and in the spring as defined on the yearly school calendar. Parents may request additional conferences at any time during the school year by contacting their child's teacher.

## **PEDESTRIAN TRAFFIC**

Students walking to and from school must use the crosswalk to the sidewalk by the gymnasium. Permission notes are required to ride a bike or to walk. A note can be sent in on an as-needed basis or a blanket permission form can be filled out.

## **PERSONAL POSSESSIONS**

Toys can be, and often are, a distraction to the educational environment. Students are not permitted to bring toys, tape recorders, radios, I-pods, cameras, trading cards, etc. to school. The school takes no responsibility for any damage or loss that might take place to these items.

## **PROMOTION/RETENTION**

Students will be promoted to the next grade level upon completion of grade level requirements. Students may be considered for retention after documented classroom interventions have failed. This decision will be made collaboratively by the parent, teacher and principal.

## **REGISTRATION**

Parents/guardians wishing to enroll their child must live within the school district and provide the following information:

1. Birth Certificate \*
2. Immunization records \*\*
3. Custody papers (if applicable)
4. Proof of residence

\* Ohio Law (S.B. 321, 4/9/85) also requires that a birth certificate and official records from the school of previous attendance be presented upon entry. Failure to provide these documents must result in notifying local enforcement officials of a possible missing child.

\*\* Ohio Law requires all students to be immunized against communicable diseases or be in the process of receiving immunizations before they are enrolled in school. All new students will not be permitted to remain in school for more than 14 calendar days unless immunization is complete. (See Section III – Immunization Requirements)

## **SEVEN BASICS**

**As members of our Chagrin Falls Family, we...**

- ... provide a challenging, innovative and engaging learning environment.
- ... celebrate successes.
- ... strive for high expectations of staff and students.
- ... foster open and ongoing communication.
- ... show compassion and respect for each other.
- ... instill passion and joy for life-long learning.
- ... share the responsibilities of promoting a welcoming, nurturing and caring school.

### **STUDENT ASSIGNMENT TO CLASSES**

At the elementary levels, students are divided by gender and academic achievement and then placed in grade level classrooms for the next school year. This process helps assure a balance in class size and achievement levels and a change of classmates from year to year. Except for rare instances, students are placed into class sections at random. Parents may provide the building principal with information which may be unknown to school personnel and which might impact a random placement. This information should be of a unique or special nature (e.g. special learning problems, medical issues, physical limitations, etc.) Information provided by parents/guardians will be reviewed and evaluated by the principal.

### **SURVEILLANCE CAMERAS**

For students, safety and welfare, video cameras are placed though out the building, school grounds and on the buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement.

### **TESTING SECURITY PROCEDURES**

During the school year, several tests are given to students in grades four, five and six, which follow a strict confidential policy. These tests are state and/or national tests and include: Ohio Proficiency Tests, Stanford Achievement Test and the Otis-Lennon School Ability Test. If a student is involved in a breach of confidentiality, or cheating in any form, the incident will be investigated and the student will be disciplined locally and reported to the testing agency. Students confirmed of breaking test security will have their test(s) invalidated.

### **TRANSFER/WITHDRAWAL**

If you plan on moving to another school district, let us know as soon as possible. There is a withdrawal form that needs to be filled out. You can obtain this form from the secretary. This allows our staff to help the student make a smooth transition.

### **TUITION AND NON-RESIDENT STUDENTS**

Except for students placed in the school district by child placement agencies, by court order, for special education purposes, or through legal guardianships, children of non-residents are not accepted for enrollment.

A student whose parents or guardians move outside the school district during the school year may be granted permission to finish the semester on a tuition basis, as per Board Policy JECB-R.

## SECTION VII – STUDENT CONDUCT

### **SCHOOL RULES**

Be respectful and kind to all adults and children  
Listen to and follow directions the first time  
Keep your hands, feet and objects to yourself  
Remain quiet in the halls  
Move safely in the halls and on the stairs

### **CAFETERIA RULES**

Be respectful and kind to all adults and children  
Listen to and follow directions the first time  
Keep your hands, feet and objects to yourself  
Use an indoor voice  
Pick up all trash and clean up for the next group

### **OUTDOOR RECESS RULES**

Be respectful and kind to all adults and children  
Listen to and follow directions the first time  
Keep your hands, feet and objects to yourself  
When the whistle blows, line up and remain quiet  
Use all equipment appropriately and return it when finished

### **INDOOR RECESS RULES**

Be respectful and kind to all adults and children  
Listen to and follow directions the first time  
Keep your hands, feet and objects to yourself  
Use an indoor voice  
Remain in your room

### **CONSEQUENCES**

Verbal Warning  
Time out for remainder of period  
Time out for two periods  
Time out for three periods and a note home  
See Principal

### **BUS RULES/CONSEQUENCES**

School Bus Rules and Regulations: All students riding school buses must abide by the rules of conduct established by the transportation department. Failure of a student to follow these regulations may result in his/her forfeiting the right of transportation by school bus. The following rules apply to regularly scheduled bus runs as well as to co-curricular activities, field trips, and athletic events:

- Pupils shall arrive at the bus stop at least five minutes before the bus is scheduled to arrive.
- Pupils must wait in a location clear of traffic and away from the bus stops.
- Behavior at school bus stop must not threaten life, limb or property of any individual.
- Pupils must go directly to an available or assigned seat.
- Pupils must remain seated keeping aisles and exits clear.
- Pupils must observe classroom conduct and obey the driver promptly and respectfully.
- Pupils must not use profane language.
- Pupils must refrain from eating and drinking on the bus.
- Pupils must not use tobacco on the bus.
- Pupils must not have alcohol or drugs in their possession on the bus (except for required prescription medication).

- Pupils must not throw or pass objects, on from or into the bus.
- Pupils may carry on the bus only objects that can be held in their laps.
- Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
- Pupils must not put head or arms out of bus windows.
- Equipment and assistance for handicapped pupils are under the direction of the driver.
- Medication is not to be on the school bus unless permitted by policy JHCD-R. Drivers should be notified of potential medical problems.
- Animals, firearms, ammunition, weapons, explosives, or other dangerous materials or objects (including glass) are prohibited on the bus.
- Pupils are not allowed to ride any bus other than their assigned bus without a bus pass obtained from the office. Any permanent request for a different bus must be made by completing a Change in Transportation Request submitted at least three days prior to the date of the change.
- Once a student has boarded a bus, he/she will not be allowed off the bus until his/her assigned stop. If a parent wants to take a child off the bus, the parent must have a slip from the office.

The Board authorizes the superintendent or other administrators to suspend a student from school bus riding privileges only for up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision is final.

### **DRESS CODE**

Students should wear appropriate clothing for an educational setting. Although dress is a matter of between the student and parents, the school must set standards in order for learning to occur with a minimum of distractions.

- Students are expected to wear coats, hats gloves and boots in the winter.
- Shorts and skirts must be an appropriate length – close to fingertips when arms are down at sides.
- Shirt straps must be at least the width of three fingers. (No spaghetti straps.)
- No halter tops or tops without backs.
- Shirts must cover the midriff.
- No beach type shoes (Flip Flops). Feet should fit securely in shoes or sandals and they must have at least a strap in the back.
- Pants need to be secured at the top of the hips.

## **I. CODE OF STUDENT CONDUCT GRADES K-12**

### **A. CODE OF STUDENT CONDUCT**

Effective discipline is an important and necessary prerequisite for effective learning. Rules and regulations are intended to create a positive educational environment. The school holds students accountable for their behavior and expects them to live with the consequences of their decisions. With this goal in mind, the Chagrin Falls Exempted Village Schools Board of Education has adopted the following Code of Student Conduct.

#### **1. INTENT AND PURPOSE**

Each Board of Education is required to adopt a set of rules and regulations designed to maintain order and discipline necessary for effective learning.

The Board of Education's primary concern is that students who wish to learn can do so in an environment conducive to learning and that reasonable disciplinary and prescriptive means be employed to deal with those who would impair or deny such an environment. The full objective of this code is to ensure fair and equitable handling of disciplinary problems. This code is intended to standardize procedures to guarantee equally the rights of every student in the Chagrin Falls Exempted Village School System. The student discipline code explains the types of conduct which will lead to disciplinary action. This code is meant to be a guideline for student behavior and may not address all behaviors. Because a behavior is not included does not mean it cannot be addressed nor is it exempt from disciplinary action. This discipline code shall be made available to all students and available in a central location within each school building in the district.

#### **2. SCOPE OF JURISDICTION**

This Code of Student Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at inter-scholastic competitions, extracurricular events, or other school activities or programs.

This Code of Student Conduct specifically refers to: misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property and, misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

#### **3. STUDENT RIGHTS AND RESPONSIBILITIES**

Students attend the Chagrin Falls Exempted Village Schools under the direction of state law and with the full benefits of constitutional protection of their rights as citizens and may, therefore, act, speak, and behave as young citizens within a large scope of options. Students have a right to reasonable treatment from the school and its employees. The school has a right to expect reasonable behavior from students. Freedom carries with it responsibilities for all concerned. In the event that consequences are justified and warranted, students will be afforded their procedural due process rights and fundamental fairness.

#### **4. STUDENT DISCIPLINARY INFRACTIONS AND CONSEQUENCES**

A violation of any school rule may result in disciplinary action. Disciplinary actions include, but are not restricted to, the following: oral reprimand, counseling, parental conferences, denial of privileges, detention, removal from class or school activity, in-school suspension, Saturday School, emergency removal and referral to law enforcement agencies, suspension, alternatives to suspension programs, or expulsion.

## **B. BEHAVIORAL GUIDELINES**

### **1. GENERAL BUILDING GUIDELINES:**

“Freedom with Respect and Responsibility” is the theme that governs the conduct and behavior of Chagrin Falls’ students. All students are expected to demonstrate self-control and appropriate behavior. Students must:

- a. Be on time and well-prepared for school each day.
- b. Respect the rights of all others to enjoy a productive and positive educational environment.
- c. Strive to work to the best of their ability, and accept their responsibility for being a productive student.
- d. Be active and positive in all school activities.

School rules apply during school, on school grounds, on school buses, walking to and from school and at bus stops, while participating in or attending school-related activities on or off school grounds, or as otherwise provided herein, or while engaging in any conduct which directly affects the good order, management, and welfare of the school. (See Scope of Jurisdiction)

### **2. BEHAVIORAL GUIDELINES - TEACHER DISCIPLINE PLAN:**

Each teacher will design and implement his/her own discipline plan for the classroom which will be approved by the building administrator. This plan can include but not be limited to the following procedures:

- a. Student/Teacher Conference
- b. Student/Teacher/Counselor Conference
- c. Notification to parents of improper behavior
- d. Parent/Student/Teacher Conference
- e. Before or After School Detention

### **3. CODE OF STUDENT CONDUCT CONSEQUENCES DEFINED**

The following is a list of the types of consequences that are used at Chagrin Falls Exempted Village Schools. Disciplinary actions will generally be progressive in nature; administration may repeat and/or omit steps in the process pursuant to professional judgment as it relates to specific conditions. In addition and when necessary, the disciplinary actions of suspension or expulsion may be carried over to the next school year.

- a. **IN-SCHOOL EXCLUSION (ISE):** In-School Exclusion is a consequence issued in which students are isolated from other students during the entire school day. The student is considered “in attendance” for attendance purposes. The student will make up any work missed in the regular classroom while in the In-School Exclusion room. Students assigned to In-School Exclusion may NOT participate in any co-curricular practices or events on any day they are placed in this room.

**\*Failure to serve an ISE assignment due to non-compliance of the academic or behavioral expectations will result in being removed from school and issued an OSS, for the time issued in ISE. Upon reinstatement to school the student will report back to ISE for the initial number of days issued**

**\*The availability of ISE is dependent upon the availability of staff and current financial conditions.**

- b. **CONFISCATION:** Surrendering of items/objects that are illegal, inappropriate, or disruptive/distractive to the educational process. All items will be kept by the administration; items may be returned at the conclusion of the day at the discretion of the administrator. Continued violations may result in the parent/guardian making an appointment to pick up the items in question. Illegal items will be turned over to the proper authorities.

- c. **TEMPORARY REMOVAL:** When a student is disruptive or insubordinate, he/she may be temporarily removed from class/study hall/hallway/cafeteria or other area for an amount of time to be determined by the administration. Students may also be excluded from an activity and denied the right to participate.
- d. **EMERGENCY REMOVAL:** There are occasions when a student's behavior poses a threat to the safety of themselves or others, or may result in physical damage to property. When these instances occur, it is reasonable and prudent for school officials to conduct an emergency removal of that child from the school premises, pending disciplinary action.
  - 1. By an Administrator - If a student's presence and behavior pose a continuing danger to persons or property or disrupts or threatens to disrupt the learning process, the superintendent, a principal, or other school administrator may remove the student from the school premises for a period not to exceed three (3) school days.

If it is intended that the pupil be removed from a curricular activity or extra-curricular activity for more than twenty-four (24) hours, a hearing will be scheduled within three school days after the removal has been ordered. Parent(s), guardian(s), or custodian(s) will be notified by telephone prior to enacting of the impending removal and reasons for it. Written notice of the hearing, the reason for the removal, and intended disciplinary action will be provided to the student and parents prior to the hearing.

- 2. By a Teacher - If a student's presence and behavior pose a continuing danger to persons or property, disrupts, or threatens to disrupt the learning process, the teacher may remove the student from curricular or co-curricular activities under his/her supervision with the following conditions:

Disruptive students are to be sent to the office as soon as possible. The specific reasons for removal by the teacher must be submitted in writing to the administrator as soon as practical after removal. The administrator will review the referral and the appropriate action will be taken.

A student who is removed from an extra-curricular or co-curricular activity that is taking place after school hours must leave the campus immediately.

The administrator will make appropriate arrangements for a reinstatement meeting with the teacher and the student prior to the students return to the classroom or activity.

- e. **COMMUNITY SERVICE:** The Superintendent or his or her designee may require a student to perform community service in conjunction with or in place of suspension and/or expulsion. Community service may be performed at school related events.
- f. **SUSPENSION:** Suspension means the student may not come to school, attend classes, or any school events home or away. A suspension can be up to 10 school days; at the time the suspension is imposed if there are less than 10 school days remaining in the school year the suspension can be extended into the next school year. **The student is NOT permitted to make-up any missed assignments or tests.** Students are under the supervision and jurisdiction of his or her parent or guardian. Students coming onto school property without prior permission from the administration while they are under suspension will be charged by police for trespassing. The suspension begins on the date designated by the administrator and ends the morning of the student's return. Students remain suspended throughout the appeals process unless directed by the Superintendent or his or her designee. Modifications may be applied to out-of- school suspensions to reduce the number of days suspended. Failure to comply with the stipulations stated in the suspension notification will result in the full suspension as outline in the Code of Student Conduct. Community service may also be required in conjunction with or in place of a suspension.

A student who is issued a 10 day suspension is required to attend a reinstatement meeting which will be conducted upon the return to school. Parent(s) and/or Guardian(s) must attend this mandatory meeting with his/her child.

- g. **APPEAL PROCESS FOR OUT-OF-SCHOOL SUSPENSIONS:** A student, parent, guardian, or custodian may appeal the order of an out-of-school suspension to the Board of Education or its designee by filing a written notice of appeal with the Superintendent within ten (10) school days of the notice of out-of-school suspension. If the appellant intends to be represented by an attorney, the notice of appeal shall so indicate.

The hearing shall be held within ten school days of the filing of the notice of appeal, unless the time is shortened or extended by the Superintendent. For the purposes of an out-of-school suspension by a building level administrator, the Superintendent or his or her designee shall act as the hearing officer as the board's designee.

The student shall continue to serve the suspension while the appeal is pending unless directed by the Superintendent or his or her designee. The appeal shall be conducted in accordance with the Ohio Revised Code. All witnesses will be briefed on the proceedings and sworn in prior to the start of the appeal. A verbatim record is kept. The hearing may be held in executive session at the request of the student or his or her parent(s).

- h. **EXPULSION:** Expulsion from school is only used as a last resort against a student who habitually breaks school rules. Expulsion can occur on a student's first offense, if it is of a very serious nature. It is not possible to list every reason why a student could be expelled. Each case will be handled on an individual basis and may have any number of extenuating circumstances. Expulsion is defined as the removal of a student for more than 10 days, but not more than one year. An expulsion can extend beyond the end of the school year. If there are fewer school days than the expulsion days remaining in the school year, the Superintendent may apply any remaining part or all of the period of the expulsion to the following school year. This means that the student does not attend school, and is not allowed the opportunity to do any make-up work or attend any school functions. The Superintendent may require a student to perform community service in conjunction with or in place of an expulsion.

**\*During the period of expulsion or exclusion, credits earned in any other educational setting and/or institution will not be accepted by the Chagrin Falls Exempted Village School District.**

**APPEAL PROCESS FOR AN EXPULSION:** A student who is 18 or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board of Education or its designee. The appellant(s) may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee. Notice must be filed within 10 days of the Superintendent's decision to expel to the Board directly or through the Superintendent's office.

A verbatim record will be kept of the hearing. The hearing may be held in executive session at the request of the student, parent or guardian. The decision of the Board may be further appealed to the Court of Common Pleas (Board Policy JGE)

- i. **AUTOMATIC EXPULSION FOR ONE YEAR:** Section 3313.66 of the Ohio Revised Code states that the Superintendent must expel a student for one year for bringing a firearm on school property, in a school vehicle or to any school-sponsored event.
- j. **FIREARMS:** The definition of a firearm is any weapon (including a starter's gun) which will or is designed to, or may readily be converted to expel a projectile by the action of an explosive; including the frame or receiver of any such weapon and any firearm muffler or silencer or any destructive device (as defined in 18 U.S.C.A. Section 921), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one ounce, mine or device similar to any of the devices described above.
- k. **DANGEROUS INSTRUMENT:** Weapons and dangerous instruments include any object which is used or may be used to inflict physical harm or property damage. These include knives (defined but not limited to any cutting instrument consisting of a sharp or pointed blade fastened to a handle) and other dangerous objects of no reasonable use to the student at school (including

normal school supplies like pencils or compasses) which a reasonable person might consider, under the circumstances, capable of harming a person or property.

**\*In the case of any violation related to a dangerous weapon and/or instrument, the student may be expelled from the school by the Superintendent for the period of one calendar year.**

1. **DESTRUCTIVE DEVICE:** The term "destructive device" means any fireworks, explosive, incendiary, or noxious irritant or poison gas, such as a bomb or grenade.

In the case of any violation related to a destructive device, the student may be expelled from school by the Superintendent for a period of one calendar year. In the case of any violation related to serious physical harm to a person(s) or property, the student may be expelled from school by the Superintendent for the period of one calendar year.

- m. **REFERRAL TO POLICE:** The police will work closely with students/parents and the court system to attempt to modify a student's negative behavior. Certain Code of Student Conduct violations warrant the notification and involvement of local law enforcement agencies.
- n. **COURT CHARGES:** Court charges are generally filed against students who continue to be truant from school or who behave in an unruly manner. "Unruly," for school purposes, means the student does not subject himself to the reasonable control of his teachers or the school administration.
- o. **SEARCH AND SEIZURE:** Students possess the right of privacy as well as freedom from unreasonable search and seizure of property. This individual right, however, is balanced by the school's responsibility to protect the health, safety and welfare of its students. Principals and their designees are permitted to search the person and personal property (purse, backpack, gym bag, etc.) of a student where there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. Under the condition of "reasonable suspicion" school authorities may seize any items that violate school or criminal laws. The Chagrin Falls Exempted Village Schools Administration may conduct lockdowns and canine searches.
- p. **ZERO TOLERANCE:** Students are expected to conduct themselves in a respectful manner that also displays consideration of the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Board has a "zero tolerance" of violent, disruptive or inappropriate behavior by its students.

A student who fails to comply with the established school rules or with any reasonable request made by school personnel on school property and/or at school related events is subject to approved discipline regulations. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, information on the rules and regulations to which they are subjected while in school or participating in any school-related activity or event. This information is available on-line or at each school's office. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student Code of Student Conduct and the fact that any violations of the student Code of Student Conduct are punishable. Each student and parent/guardian must sign a form indicating they have received the Code of Student Conduct. The rules apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the Code of Student Conduct, school employees, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances (ORC 3313.20; 3313.534; 3313.66; 3313.662 OAC 3301-35-03)

## C. MINOR VIOLATIONS – SECTION I

### Statement

Disciplinary actions in general will be progressive in nature; the principal and his or her designee at each respective building will use a progressive ladder that is age and developmentally appropriate. The administration may repeat and/or omit steps in the process pursuant to professional judgment as it relates to specific conditions and intent of the student.

**Chagrin Falls Exempted Village Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, students may not appeal. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the student's principal.**

**These examples of misconduct may result in penalties based on seriousness and disciplinary history which are cumulative for any offense in this section. Administrative discretion may be exercised based upon the seriousness and circumstances of the misconduct that pertain to the Code of Student Conduct violation.**

### RULE 1- ACADEMIC INTEGRITY

#### Violations of Academic Integrity

Academic dishonesty occurs when students obtain or assist others in obtaining credit for academic work which is not their own. Students must exercise self-discipline and resist peer pressure which violates the standards for academic excellence we have established at Chagrin. The various ways in which academic integrity can be violated are discussed below. The examples within this section provide explanations and illustrating materials that do not necessarily exhaust the scope of these violations. Many of our teachers will require students to submit essays to [www.turnitin.com](http://www.turnitin.com) to assist with the authenticity of the work.

#### Cheating

Cheating is the use of unauthorized materials or receiving unauthorized assistance, acquiring unacknowledgeable materials, information or study aides in any academic exercise. The use of books, notes, calculators and conversation (verbal and non-verbal) with others is restricted or forbidden during specific academic exercises. Examples of cheating may include: copying the work of another student during an examination or other academic exercise, copying or sharing answers between classes, using or possessing unauthorized notes, study sheets, exams or other materials during an exam or collaborating with another student during an exam or academic exercise.

#### Plagiarism

Plagiarism is the representation of the words or ideas of another as one's own in any academic exercise. Appropriate acknowledgement is required when material from another source which is in print form, electronic form or other medium which is paraphrased or summarized. Examples of plagiarism include: failure to use quotation marks when directly quoting a source, failure to document distinctive ideas from a source (common knowledge information such as names and basic scientific law need not be referenced) word-for-word or mosaic (rearrangement or rewording without documentation), and indirect (paraphrasing of a passage without documentation) fabricating or inventing sources or data, and copying information from computer-based sources (i.e. Internet).

#### Facilitating Academic Dishonesty

Students may not knowingly or negligently allow their academic work to be used by other students. This act of aiding others is an academically dishonest act which violates the academic integrity policy. The students who are supplying the materials, even though not benefiting academically, are as guilty as the students who follow through on the act of dishonesty. Students may not use other students' work or materials not authorized by the instructor during tests and in completing assignments. Examples of academic dishonesty are: presenting someone else's work as one's own in order to obtain a grade or credit, copying homework, stealing tests, selling or passing tests, copying or sharing answers between classes, using "cheat sheets" or other materials not authorized by the instructor.

Plagiarism involves claiming as one's own work the ideas, phrasing, or creative work of another person. Any violation of Academic Integrity will result in a "zero" with no opportunity to make up the assignment for credit and referred to the Principal or his or her designee.

**\*Any additional violation of this rule, or repeated acts of academic dishonesty, may result in denial of credit and further disciplinary consequences.**

**RULE 2- HONOR VIOLATION**

Students shall not be involved in activities including but not limited to: misrepresentation of the facts, improper collusion, misuse of privileges, forgery and/or falsification of information. No student shall place himself/herself in a position to aid, abet, facilitate, encourage, allow or in any manner to actively or passively assist another student to violate any school rule.

**RULE 3 - BUS MISCONDUCT**

No student, while under the authority of a school bus driver, may interfere with the safe operation of the bus through destructive actions or words either to other students, the bus driver or passing motorists. Bus misconduct will result in disciplinary action which may include loss of bus-riding privileges.

**RULE 4 - DISRUPTION OF CLASS/STUDY HALL OR ANY GENERAL MISCONDUCT**

Students may be disciplined for any other misconduct which, although not detailed herein, is determined by school authorities which disrupts or interferes with the educational process.

**RULE 5 - ELECTRONIC DEVICES/CELL PHONES**

No student shall possess radios, televisions, pagers, electronic games, remote control watches, laser pointers, cameras, video recorders or any other electronic equipment used or in sight during school hours. Students in grades 4-12 are permitted to possess cellular phones while on school property or while attending school-sponsored activities on or off school property, as long as the phone is turned off and out of sight during school hours. The administration reserves the right to confiscate any items that are considered inappropriate for the school setting. The district assumes no responsibility for damage, loss, or theft of items brought onto school property. At school-sponsored events if such item(s) are deemed disruptive in nature by school personnel, the item(s) will be confiscated by school personnel.

**RULE 6 - INSUBORDINATION/NON-COMPLIANCE**

Students shall comply with the reasonable requests, directives and orders of teachers, student teachers, educational aides, substitute teachers, principals, or other authorized school personnel during any period of time when they are properly subjected to the authority of the school. Verbal and written abuse, including insults and intimidation, will not be tolerated. It shall be considered "insubordination" for anyone to disobey or fail to comply with, which is a part of this code, directives of authorized school personnel.

**RULE 7 - FAILURE TO ACCEPT DISCIPLINE or CONSEQUENCES**

No student shall refuse to accept discipline or punishment from teachers, school officials, teacher aides, or other authorized school personnel, nor shall any student violate the conditions of student suspension as specified in the student suspension notice to parents.

**RULE 8 - INAPPROPRIATE LANGUAGE, COMMENTS, PROFANITY, OR GESTURE**

No student shall use profane, vulgar, racially or religiously derogatory, abusive, or otherwise disrespectful language in any school building areas during school hours or at any school-sponsored or related activities or events.

**RULE 9 - USE/POSSESSION OF FLAME PRODUCING DEVICES:**

The unauthorized use or possession of matches, lighters or other flame producing devices on school property is not permitted.

**RULE 10 - UNAUTHORIZED / AREAS LOITERING / TRESPASSING**

Loitering is defined as a student's presence in a restricted area at an unauthorized time. Loitering is congregating in an area within the school without an intended purpose. No student shall enter upon school grounds or enter any school building to which the student is not assigned after school hours

except for purposes of attending or participating in a school-sponsored event in which his/her regularly assigned school is involved or where students from his/her regularly assigned school has been invited to attend or participate. Students are not permitted on school grounds after dark when there are no scheduled activities.

**\*A student who is already the subject of an emergency removal, a suspension, or an expulsion shall not enter upon any District property without the express permission of school officials. Violation of this policy will result in additional consequences.**

**RULE 11 - MISCONDUCT AT ANY SCHOOL SPONSORED EXTRA-CURRICULAR ACTIVITIES**

A student who has been accepted or qualified to participate in a school-sponsored or related extracurricular activity shall not behave in any manner which, in the sole discretion of school authorities, disrupts or tends to interfere with the conduct of that activity and shall not violate the rules, regulations, or policies which govern participation in an extracurricular activity which rules, regulations or policies are provided to participants and made part of this code. Students attending any school-sponsored or related activity shall not behave in any manner which, in the sole discretion of school authorities, disrupts or tends to interfere with the conduct of that activity. Students will be excluded from attending if found to be in violation of these behavioral expectations.

**RULE 12 - TRUANCY AND TARDINESS**

Students are required by law to regularly attend school. A student shall not be absent from school or an assigned location for all or part of any school day without school authorization and parental consent, and shall be considered truant when he/she is absent from school for any portion of the school day. Excessive tardiness shall also be considered truancy. Leaving the school building and/or grounds without permission is truancy. Make-up work for truanancies is not permitted.

**D. MAJOR VIOLATIONS – SECTION II**

**These examples of misconduct are cumulative and may result in up to a 10-day suspension along with a possible recommendation for expulsion and police notification due to the more serious nature of these offenses. The administration reserves discretion in the issuance of appropriate consequences at the respective building level. The intent of the student will be given consideration and the consequences will reflect the seriousness of the situation.**

**RULE 14 - REPEATED VIOLATIONS of SCHOOL RULES**

No student shall repeatedly fail to comply with school rules and regulations or with directions of teachers, student teachers, teacher aides, principals, or other authorized school personnel.

**RULE 15 – ACTS OF RETALIATION**

No one shall retaliate against an employee or student because he or she files a grievance or assists or participates in an investigation, proceeding or hearing regarding violations of the Code of Student Conduct or school policies and procedures. These include but are not limited to actions that can be covert and non-verbal in nature.

**RULE 16 – GAMBLING**

No student shall engage in or promote games of chance, place a bet, or risk anything of value on school grounds, at school-sponsored or related school functions off school grounds, or any other time the student is subject to school authority.

**RULE 17 - GANG ACTIVITY**

Subject to any applicable legal and constitutional limitations, no student's dress, apparel, activities, acts of behavior or manner of grooming will be condoned if they:

1. cause school officials to have reasonable suspicion that such behavior, apparel, activity, acts, or other attributes are gang-related and would disrupt or interfere with the school environment or activity and/or educational objectives;
2. present a physical safety hazard to the student in question, other students, staff members or other employees;
3. create an atmosphere in which a student, staff member or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence or

4. imply gang membership or affiliation by written communication, marks, drawings, paintings, design or emblem whether on school or personal property or on one's person.

#### **RULE 18 - HAZING**

Hazing is defined as acting or coercing another, including the victim, to participate in any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. No student shall invite, participate in, coerce, require or request any other student or students to engage in any activity which might degrade, disgrace, or tend to injure, degrade or disgrace or create embarrassment or the risk of physical or mental harm (Ohio Revised Code 2903.31).

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any school sponsored events. Permission, consent, or assumption of risk by any individual subjected to hazing will not lessen the prohibition contained in this Policy, and will not exempt any student from discipline under this Policy.

#### **RULE 19 – DISRESPECTFUL BEHAVIOR/HARASSMENT/ BULLYING**

Good conduct shows respect for all. No student shall engage or direct towards another person profane and/or abusive comments. For the purpose of this Code of Student Conduct, the terms harassment (“harass”), intimidation, hazing and bullying includes, but is not limited to, conduct with any intentional verbal, written, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students towards other students/school personnel with the intent to haze, intimidate, insults, injure, threaten, ridicule, humiliate or otherwise persistently annoy.

No student shall harass any other student, school employee, community member or school visitor on the basis of color, race, national origin, religion, age, and disability status or, other protected characteristics.

#### **RULE 20 – CYBER BULLYING (Cyber Bullying, Identity Theft, Fraud, Libel)**

The act with the intent to demean and/or the repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites are strictly prohibited. Examples include, but not limited to, include: Posting slurs, circulating gossip or rumors, sending abusive or threatening e-mail/text messages/instant messages or posting to web sites embarrassing photographs or videos of students, staff or other school employees. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, in any district publication, through the use of any district-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers.

Libel is considered a written or oral defamatory statement or representation that conveys an unjustly unfavorable impression. A statement or representation that is published without just cause and tending to expose another to public contempt. Students and parents should be cautioned that creating fraudulent web pages (e.g.: My Space, Youtube, Face Book, or other similar websites) under another person's identity is considered a crime under the Ohio Revised Code. (Identity theft and fraud: ORC 2913.29), (Libel: ORC 2739). Consequences for this infraction may include disciplinary consequences as outlined in the student handbook as well as criminal and civil charges under Ohio law. Please be advised that identity theft is considered a felony in the state of Ohio.

#### **RULE 21 – SEXUAL HARASSMENT**

Students are specifically prohibited from sexually harassing any other student, school employee, and community member or school visitor. Sexual harassment is any activity of a sexual nature which is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, repeated sexual jokes, sexual name-calling or graphic verbal commentary relating to a person's body, and pressure to engage in sexual activity, repeated propositions or advances and unwanted physical contact. ***Some forms of sexual harassment of a student by another student may be considered a form of child abuse that would require that the student-abuser be reported to proper authorities in compliance with State law.***

#### **RULE 22 - TOBACCO/SMOKING**

The use of any tobacco products by students is prohibited. This applies to all school sponsored events and extracurricular activities both on school property and away from school. Use includes possession.

Smoking is defined as holding a tobacco product, whether lit or unlit or having held it and tossed it aside.

**\*Students who participate in the mandatory in-school Tobacco Intervention Program or school approved counseling program may receive a reduction in the suspension. Police may also be notified.**

#### **RULE 23 - EXTORTION**

Extortion is defined as, but not limited to acts of intimidation, implied threats, violence, coercion or forcing another person to do something against his/her will, or trying to obtain money or anything of value from another on school grounds, at school-sponsored or related school functions, off school grounds, or any other time the student is subject to school authority.

#### **RULE 24 - ASSAULT/FIGHTING/PHYSICAL CONFRONTATION**

A student shall not cause physical injury or behave in any way which could threaten to cause physical injury to other students, professional staff, employees or guests who are visiting the school or attending any school-sponsored and supervised activity. This includes, but is not limited to, hitting and other inappropriate contact.

1. **Assault (Aggravated/Physical)** - Assault is defined as an act of violence upon another person which inflicts great bodily harm. A student who assaults another student or staff member while on school property or at a school sponsored or related activity, function or event shall be subjected to discipline. Any student who assaults a staff member off school grounds or at a non-school sponsored event is subject to school discipline. In accordance with Ohio Revised Code Section 3313.66, a student may be subject to suspension or expulsion from school if the Superintendent has reasonable suspicion the student's continued presence in the school will significantly disrupt or interfere with the educational process or significantly endanger the health or safety of the students or others.
2. **Fighting** - Fighting is defined as the act of striking another person. Students involved in fighting on school property, school owned vehicles, or in attendance at any school sponsored activity will be suspended.
3. **Physical Confrontation** - A physical confrontation is defined as, but not limited to, the act of inappropriate contact which may include pushing, shoving or throwing objects at another person. Any student involved in a physical confrontation on school property, school owned vehicles, or in attendance at any school sponsored activity will be subject to school discipline.

#### **RULE 25 - THREATS**

**Threats (verbal/nonverbal)** - No student has the right to threaten or attempt to provoke another person. All such incidents should be reported to a teacher or principal. The police may also be involved.

**Threats to faculty or staff members** - This includes threatening or being disrespectful to a faculty member at any time, including off school grounds and when school is not in session (24/7/365).

#### **RULE 26 - DISORDERLY CONDUCT**

No student shall create a condition which is physically offensive or presents a risk of physical harm or danger to persons or property or which induces panic. This may also include engaging in any behavior that disrupts the educational process.

#### **RULE 27 - DAMAGE, DESTRUCTION, THEFT of SCHOOL and/or PRIVATE PROPERTY (VANDALISM)**

A student shall not cause or attempt to cause damage to school property or to personal property of students, teachers, school personnel or other persons. Neither shall a student steal or attempt to steal property of students, teachers, school personnel or other persons or participate or attempt to participate in the unauthorized removal of property either on school grounds or during a school sponsored or related activity, function, or event off the school grounds. Pursuant to R.C. 3109.99 and R.C. 3109.091, a student and/or his/her parent or legal guardian shall be held financially accountable to the Chagrin Falls Exempted Village Schools for any damage, destruction or theft caused by his/her child.

**RULE 28 – TECHNOLOGY and ACCEPTABLE USE and INTERNET SAFETY POLICY**

The prohibition of this Section includes, but is not limited to, intentional damage or destruction of computer hard drives or materials stored on a hard drive, any form of computer piracy, and any improper usage of the Internet or other on-line agencies. Students must have a signed Acceptable Use and Internet Safety Policy on file to use the electronic media services offered by the District. Violations within this agreement may also include loss of this privilege for an indefinite period of time.

**1. Improper Access of Computers and the Network System:** Students shall not use, download or load unauthorized or inappropriate software on school computers.

**2. Vandalizing or Sabotaging the School Computer System:** Students shall not vandalize or sabotage any computer, computer program, or equipment related to the computer system.

**3. Unauthorized Use of Computer Passwords.** Students shall not use another person's password for any purpose. Sharing of passwords is a breach of computer security.

**RULE 29 - FALSE ALARM /9-1-1 CALLS**

No student may initiate a fire alarm or a report warning of a fire or catastrophe without cause. This includes fake 9-1-1 calls at any school function, home or away.

**RULE 30 - BOMB THREATS**

No student may initiate a report warning of a bomb on school property, on school district owned vehicles, or at school-sponsored or supervised activities.

**RULE 31 - ARSON**

No student may willfully and maliciously burn or attempt to set fire, to any Chagrin Falls School District owned property.

**RULE 32 - WEAPONS, DANGEROUS INSTRUMENTS, FIREWORKS AND EXPLOSIVES**

No student shall use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument while on school grounds, at school sponsored or related activities, functions, or events off school grounds, on school-owned, operated or leased vehicles, or at any other time that the student is subject to the authority of the school. Weapons and dangerous instruments shall include any object which is used or may be used to inflict physical harm or property damage.

This prohibition applies to firearms, explosives (including fireworks, smoke bombs), knives and other dangerous objects of no reasonable use to the student at school. It also applies to any look-alike weapon (such as play guns, starter pistols, stun guns, etc. as well as any literature that promotes the construction and/or use of any incendiary devices) or dangerous object (including normal school supplies like pencils or compasses) which a reasonable person might consider, under the circumstances, capable of harming a person or property.

**RULE 33 - DRUG PARAPHERNALIA**

No student shall possess, use, transmit or conceal any item which is designed for use with any illegal substance while on school property or in attendance at any school sponsored or supervised activity.

**RULE 34 - ALCOHOL/CONTROLLED SUBSTANCES / DRUGS / NARCOTICS / INHALANTS STEROIDS**

The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community. As the education institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational means.

During school, summer school, travel on any school-provided transportation or at any school-sponsored activity held on or off school property, students shall not knowingly possess, buy, sell, use, supply, transfer, apply or be under the influence of any drug. "Possession" includes, with limitation, retention on a student's person or in a student's book bag, purse, wallet, locker, desk or automobile

parked on school property. The mere odor present on a student validates reasonable suspicion and is grounds for suspension

For purposes of this policy, “drugs” shall mean: All dangerous controlled substances as so designated and prohibited by Ohio statute; chemicals that release toxic vapors or fumes; alcoholic beverages; prescription or patent drug: These prohibitions also extend to prescription drugs, unless prescribed by a licensed physician for the student in question, and kept in the original container with the student’s name and with directions for proper use. Prescription medications shall be kept in the school clinic except those that are allowed by law to be carried by students (i.e. Inhalers, epipens). Any substance that is a “look-alike” to any of the above; Mood-altering drugs; chemicals which fall into the category of club drugs (e.g. ecstasy, GHB, etc.)

Students who violate this rule will receive the following consequences: (1) a 10 day Out-of-School Suspension (OSS), (2) police notification and, (3) a possible recommendation for an expulsion hearing.

**RULE 35 – LOOK-A-LIKE DRUGS**

A student shall not use, conceal, sell, purchase, accept or transmit any substances which are reasonably thought by the administrator to be drugs of abuse, sold as drugs of abuse or inferred by the seller or buyer to be drugs of abuse (Medication prescribed by a physician must follow the Board-adopted policy regarding student medication).

1. A counterfeit (look-a-like) controlled substance is defined as:
  - a. any drug that bears, or whose container or label bears, a trademark, trade name or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark;
  - b. any unmarked or unlabeled substance that is represented to be a controlled substance;
  - c. any substance that is represented to be a controlled substance or is a different controlled substance; and
  - d. any substance other than a controlled substance which a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
2. No student shall knowingly possess any counterfeit-controlled substance. Violations of this provision shall be treated in the same manner as Rule 34.
3. No student shall directly or indirectly represent a counterfeit-controlled substance as a controlled substance by describing, through words or conduct, that physical or mental effects are the same or similar to the effects associated with the use of a controlled substance.
4. No student shall knowingly make, offer to sell, give, package, or deliver a counterfeit controlled substance.

**\*Violations of this provision will be treated in the same manner as Rule 34**

**E. CHEMICAL ABUSE POLICY**

The Chagrin Falls Board of Education recognizes the serious societal problem of chemical involvement by school-age children. The Board further realizes that the Chagrin Falls Schools are the central developmental institutions for the children of Chagrin Falls. The school is the institution delegated by society to teach students to function in our democracy. Since chemical involvement interferes with the ability to learn and to function, it is the intent of the Chagrin Falls Board of Education to produce a program which:

1. discourages students from becoming chemically involved;
2. protects students from the promotion and sale of chemicals on school property;
3. identifies the students who are chemically involved;
4. intervenes in the chemical involvement of identified students;
5. offers identified students the opportunity to participate in groups providing chemical abuse information and chemical counseling, and offers support counseling for chemical abstainers;
6. refers chemically involved students to appropriate treatment facilities.

**Policy Provisions**

This policy shall be implemented by such procedures, as the administration shall determine using the guidelines outlined below:

No student, under the provisions set forth in the Intent and Purpose of the Code of Student Conduct, shall:

1. possess, use, sell, offer to sell, deliver, conceal, consume, or be under the influence of any drugs of abuse including alcoholic beverages or any counterfeit drugs of abuse;
2. instigate or conspire with others to sell, deliver, conceal, consume, or be under the influence of any drugs of abuse, including alcoholic beverages or any counterfeit drugs of abuse;
3. use, conceal, sell, purchase, accept, or transmit any substances which are reasonably thought to be drugs of abuse, sold as drugs of abuse or inferred by the seller or buyer to be mind-altering substances or drugs of abuse;
4. possess, use, transmit, or conceal any item which is designed for use with illegal cannabis or drugs of abuse;
5. violate any federal, state, or municipal law or ordinance governing conduct not described in Paragraph 1 through 4 above where the student should have reason to understand that such violation has or is likely to have a negative impact on the school or community;
6. possess, conceal, sell, transmit, or use tobacco in any form, or conspire with others to conceal, sell, transmit, or use tobacco in any form.

**Consequence Consideration For Awareness Program Attendance**

The penalty for violation of the Chemical Abuse Policy may be reduced if the student participates in a chemical/tobacco awareness program approved by the school. At the conclusion of the program, an assessment must be performed, and the results of the program and assessment forwarded to the school. The administration reserves the right to determine the appropriateness of the awareness program, and the option to reduce the penalty.

## **SECTION VIII – APPENDIX**

### **FORMS**

Notice of Emergency Removal  
Expulsion from School (more than 20 days)  
Notice of Intent to Expel  
Expulsion  
Notice of Intent to Suspend  
Suspension  
Rights Re: Expulsion  
H. FERPA

### **EQUAL EDUCATION OPPORTUNITY**

Basic Objectives  
Definitions  
Level One  
Level Two

### **HARASSMENT/SEXUAL HARASSMENT**